



EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH – DEPARTMENT OF DEVELOPMENT SERVICES

Community Program Specialist III (Unclassified)

\$27.503 – \$37.384 per hour

POSITION:

The Department of Development Services has an immediate opening for a Community Program Specialist (unclassified) to support the Special Projects Officer with grant management, research, and writing for the City's Safe Long Beach Violence Prevention Plan (Safe Long Beach). The successful candidate will be a highly organized, self-sufficient professional who is trustworthy and has excellent writing skills and attention to detail.

EXAMPLES OF DUTIES:

- Assist in managing over \$600,000 in grant funds and monitoring the program requirements of the California Board of State and Community Corrections funding.
- Monitor expenditures related to the Safe Long Beach Plan coordination and implementation, including invoices, staff time, and various other expenses.
- Create monthly program reports to ensure grant compliance.
- Coordinate and provide staff support for meetings.
- Assist in developing and writing updates for City Council.
- Interface with other departments and the public in person and by telephone.
- Assist in researching, writing and securing federal, state, and foundation grants to fund the Safe Long Beach Plan implementation and associated community programs estimated to cost \$1.5 to \$3 million annually.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field. Additional qualifying experience may be substituted for the education on a year-for-year basis.
- Two (2) years of professional (full-time) experience offering specific and substantial preparation for the duties of the position. A Master's Degree in a closely related field from an accredited college or university may be substituted for up to one (1) year of the required professional experience.
- Valid California Class C driver license and a current DMV driving record must be submitted at the time of selection interview.
- Bilingual skills are highly desirable.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Proficiency in Microsoft Word, Excel, and Outlook, as well as Adobe Acrobat software.
- Ability to learn, interpret, retain, and communicate technical and complex information, terminology, policies and procedures.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to work independently and exercise sound judgment in carrying out responsibilities.
- Ability to manage multiple assignments/priorities.
- Ability to consistently produce a professional work product by deadline.
- Ability to work nights and/or weekends.

APPLICATION PROCESS:

This recruitment will close at **4:30 PM on Monday, August 22, 2016**. To be considered, applicants must submit an online application, including required proofs (if any), resume, and cover letter that reflect the scope and level of their current/most recent positions and responsibilities. Online applications can be filed at www.governmentjobs.com/careers/longbeach.

Incomplete application packets and application packets that clearly do not meet the minimum requirements will not be considered. The most qualified applicants will be invited to continue in the process.

If you require a special accommodation due to a disability, in order to participate in any phase of the selection process, or if you would like to request this information in an alternative format, please call (562)570-3807.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.